

Eskom Business Investment Competition entry form

Closing date
31 July



Eskom Business Investment Competition entry form

Registered name of business entering the competition (please type/print in black ink)

Postal address and postal code

Street address and postal code

Municipality

Province

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Contact numbers of person submitting the entry

Telephone code and number	
Cell phone number	
Fax code and number	
E mail address	

Contact person who represents the business (designation/initials/surname/first name)

Dr	Mr	Mrs	Ms	
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Identity number

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Position in company

Sector you are entering your business for (mark with an "X")

Sector	X	Description
Agriculture		
Manufacturing		
Services		

On which radio station/in which newspaper/magazine did you read about the competition?

Radio _____ Newspaper/magazine _____ or did you hear of the competition by word of mouth? _____

For official use	
Date received	
PTS reference number	
Date referred to RDGC	
Person referred to	

Please return the duly completed entry form with copies of photographs and documentation requested to:

Eskom Business Investment Competition

PO Box 1091 Johannesburg 2000 Attention: Sibusiso Mngomezulu

Enquiries: Fax (011) 800 2340 or E mail: sibusiso.mngomezulu@eskom.co.za

Terms and conditions apply.

CLOSING DATE FOR ENTRIES: FRIDAY 31 JULY 2009 AT 16:00

Rules of the competition

1. A business entering for the competition must be 100% South African-owned.
2. The business must be legally registered.
3. Only Black-owned enterprises in the agricultural or manufacturing or services sectors may enter the competition.
4. By entering the competition, entrants who are finalists must agree to participate in the Eskom Small Business Expo, held in Johannesburg from 11 to 13 September 2009.
5. After finalists have been notified, Eskom will send a Social and Economic Development Manager to visit the business premises and arrange for an Energy Efficiency Audit to be conducted on the business. Business owners must agree to have photographs taken of the business premises, production facilities, staff and owners.
6. Finalists must be available and willing to travel to Johannesburg, arriving by mid-day on Monday 7 September 2009 to attend an interview with the adjudicating panel on Monday 7 and Tuesday 8 September 2009.
7. The business owner and one person employed by the business will be travelling to Johannesburg to attend the Business Investment awards.
8. The finalists will set up their exhibitions in the exhibition hall as part of the 2009 Eskom Small Business Expo on Thursday 10 September 2009. Finalists have to set up their exhibitions by 13:00.
9. Finalists have to bring examples of their products and services and marketing material to use in their exhibition.
10. Photographs of the exhibit will be taken on the afternoon of Thursday 10 September 2009.
11. All finalists, as well as the one employee accompanying each finalist, will attend a gala awards function on Wednesday evening 9 September 2009, where the winners in the agriculture, manufacturing and services sectors will be announced.
12. All finalists will participate in the 2009 Eskom Small Business Expo from Friday 11 September 2009 to Sunday 13 September 2009.
13. On Monday morning, 14 September 2009, finalists will break down their exhibit by 11:00 to travel back to their homes.
14. The winners agree to make an acceptance speech at the gala awards dinner.
15. All finalists agree to interviews with the media and agree to have their photographs taken, as well as possible media visits at the business premises.
16. All photographs taken remain the property of Eskom and finalists agree that Eskom and all of its subsidiaries may use the photographs for publicity purposes.
17. By entering for the competition, the entrant agrees to abide by all the competition rules and logistical arrangements.
18. The adjudicating panel's decisions on the three winners, one each from the agriculture, manufacturing and services sector is final and no debate or correspondence shall be entered into. The adjudicating panel reserves the right not to select a winner in one or any of the categories if the entries are deemed not to be up to standard.
19. Finalists agree that contravention of any or more of the competition rules shall disqualify the entry and the finalist from participating in the 2009 Eskom Small Business Expo.
20. Eskom, its agents and employees shall not be held responsible or liable for any loss, injury or damages.
21. Eskom employees and/or their families and agents who own registered BEE enterprises are not eligible to enter for the competition.
22. Terms and conditions apply.

Prizes

- All transport to and accommodation costs in Johannesburg for finalists (owner and one employee)
- All transport and meals while in Johannesburg
- All costs relating to participating in the 2009 Eskom Small Business Expo
- An energy efficiency audit report of your business
- 10 x energy efficient light bulbs and a geyser blanket for your business
- The winners in the three categories will each receive prize money of R100 000 to improve their businesses
- Each of the three winners also receives a retro-fit to ensure the energy efficiency of the business, if appropriate
- Publicity in the media and the opportunity to network with visitors and other exhibitors
- No prizes may be exchanged for cash
- The three sector winners have to use their cash prizes to improve and enhance their businesses
- Proof of such will be required after the competition

I. Guidelines for completing this form

- Please answer all applicable questions. If a question is not applicable or relevant, write “N/A”
- Please type or print clearly and use black ink
- All information must be provided; otherwise the entry will be disqualified
- Incomplete forms will not be considered for appraisal
- Certified copies of all supporting documents (as set out below) must be submitted with the entry form
Please do not submit any original forms
- Entry forms without the required supporting documents will not be considered
- If you wish to give any additional information (not covered in this form), please do so on separate sheets of paper
- You may submit photographs with the entry, but these will not be returned as they then become part of the competition entry

Copies of the following supporting documents must be submitted with the entry. Mark each document included with an “X”.

1. Business plan for 2009 to 2011	
2. Copies of partnership/joint venture agreement	
3. Copy of latest audited financial statements, if (Pty) Ltd	
4. Copy of business registration certificate	
5. Copy of VAT registration certificate	
6. Copy of SARS tax clearance certificate	
7. Copy of employee tax registration certificate	
8. Copy of UIF registration certificate	
9. Copy of COID registration	
10. Map and or directions to business premises	

Details of business

Registered name of business	
Trading name (trading as)	
Identity number	
Position in organisation	
Street address and postal code	
Postal address and postal code	
Municipality	
Province	
Telephone number and dialing code	
Fax number and dialing code	
Mobile telephone number	
Email address	
Type of business	

I. Background of the business

Legal status of the business (mark "X" where applicable)	X	Registration number
Closed Corporation (CC)		
Trust		
Company (Pty) Ltd		
Sole proprietor		
Partnership		
Other (specify)		

Does the business have a constitution? (enclose a copy)

When was the business established? (date)

If registered, what is the registration number? (enclose copy)

2. Administration

Who are the organisation's auditors? Name of firm, contact name, postal address, telephone and fax code and numbers, and email address

Who does the books/who are the accountants for the business?

Name of firm, contact name, postal address, telephone and fax code and numbers, and email address

Business hours (e.g. Monday to Saturday from 07:30 – 17:30)

3. Previous funding

Have you previously applied to Eskom or Eskom Development Foundation for a grant/donation?

(If yes, please give date and amount)

Date	
Amount	R
What was the grant for?	

List of other previous funders/donors (since business started)

Name of funder	Describe type of support	Amount funded
		R
		R
		R
		R
		R
		R

I. Corporate governance

Shareholding: members, shareholders, trustees or members.

Name	Identity number	Qualifications	% of Shareholding

Business management (management team)

Title	Initials	Surname	Position in organisation	Telephone number

List of additional staff (operational, not on management team)

Title, initials and surname	Position/activity

Skills profile List formal skills in the following:

Management	
Technical	
Business/accounting	
Administration	
Computer	
Marketing	
Sales	
Other	

5. Beneficiaries

How many people are employed by the business?

Profile	Women	Men	Total
How many women		X	
How many men	X		
Total			
Of the total, how many are youths (16 - 24)			
Of the total, how many are senior citizens (65+)			
Of the total, how many are persons with disabilities			

How many new jobs will be created by this business?

Immediately	
3–6 months from now	
6–12 months from now	
1–2 years from now	

6. Audit and accountability

Have the organisation's books of accounts been audited? (If not, state reasons)

7. Description of the business

List the objectives of the business (e.g. to make bricks for building houses/Why was the business started?)

How are the needs in the community or of the customers satisfied by this business?
(e.g. Do you provide a needed service or product to the community?)

How does the community know about the business and the services and/or products provided?

Does the Local Authority /Traditional Leadership support the business (if yes, how?)

How many other projects or businesses, providing similar products/services as yours, are located in the local area?
Please list names.

What special products/services are offered by your business that would make your customers support it more than other similar projects/businesses in the area?

How are goods/products transported to customers/markets/off-set points?

How are the raw materials transported to your business site? Distance? Do they deliver or do you collect?

Business performance

Monthly income from sales	R
Less monthly operational expenditure/costs (including salaries)	R
Total	R
Less production costs per month	R
Total monthly surplus/profit	R

8. Financial

Does the business have an active bank account? Yes No

Type of account Cheque Savings Other

When was the bank account opened?

Name of account holder	
Name of bank	
Branch where account is kept	
Branch number	

Account number

Type of account
Attach a copy of a cancelled cheque

Names of account signatories (print initials and surname)

Signature

9. Infrastructure

How many rooms does the property have?

Size of premises in m²

Who owns the premises on which the project/business operates?

Name of contact person and telephone number

Please enclose a letter/copy of the lease agreement from the owner giving permission for the property to be used by the business.

Does the business use the property rent-free or does the business pay rental/lease?

If rented/leased what amount per month? R

Does rental/lease include: Rates/taxes Yes No

Water/Electricity Yes No

Does the project have the following facilities? (mark yes/no)

Fencing Sewerage Water

Security Electricity Gas

Other

What phase electricity is used? Single or 3-phase?
(State whether supplied directly by Eskom or by a local municipality)

What measures are in place to economise on electricity supply (e.g alternative sources)

10. Feasibility and sustainability of project

How long has the business been in operation?

Motivate why and how the business will remain sustainable in the long term

How can you demonstrate that you manage the economics of your business?

Key area	Criteria	Performance
Environment	Do you have a policy and a programme to manage impacts on the environment?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you know whether your business activities have an impact on water?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you manage wastes from your products or service?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you understand what impacts result from your business transport needs?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do your suppliers have an environmental management system?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you know who your competitors are?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you manage any substance released into the air?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How do you control any noise that is related to your product or service?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you manage the release of any substance to the ground?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How do you manage any damage to natural (not farmed) plants or animals?	Poor — (1) — (2) — (3) — (4) — (5) — Good

How can you demonstrate that you manage the environmental aspects of your business?

Key area	Criteria	Performance
Social	Do you have contracts with your workers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you manage the health and safety of your workers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you offer training to your workers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you think that your workers are happy to be working for you?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do your suppliers manage social issues, for example, community help?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you think that you help local communities enough?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Is the system to discipline staff poor or good?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you believe that your business behaviour addresses preventing discrimination?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Are you aware of “child labour” and do you manage to prevent this practice?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you have enough insurance for your business?	Poor — (1) — (2) — (3) — (4) — (5) — Good

How can you demonstrate that you manage the social aspects of your business?

Appendix B Energy-efficiency assessment

For official use only

<p>Do you have copies of your business electricity/energy account?</p> <hr/> <hr/> <p>Please submit a copy.</p>	
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<p>Do you know which equipment/electrical appliance uses the most electricity/energy in your operation? Please specify.</p> <hr/> <hr/> <hr/>	
<p>What are your business operating hours?</p> <hr/> <hr/>	
<p>How many lights are installed in your business?</p> <hr/> <hr/>	
<p>How many of the light bulbs are energy efficient ? (CFLs)</p> <hr/> <hr/>	
<p>What have you done to reduce your electricity/energy account in the previous months/years?</p> <hr/> <hr/> <hr/>	
<p>What do you use for heating/cooling in/at your business premises, i.e. electric heater, gas heater and how many do you use?</p> <hr/> <hr/> <hr/> <hr/>	
<p>Do your staff members know how to save energy? If yes, please elaborate.</p> <hr/> <hr/> <hr/>	

<p>How many geysers are on the business premises?</p> <p>_____</p> <p>Capacity in litres</p> <p>_____</p> <p>_____</p>	
<p>Are the geysers insulated with geyser blankets and are the pipes insulated?</p> <p>Geysers _____</p> <p>Pipes _____</p>	
<p>Other than electricity, what other energy source/s do you use and what for?</p> <p>Gas _____</p> <p>_____</p> <p>Paraffin _____</p> <p>_____</p> <p>Wood _____</p> <p>_____</p> <p>Coal _____</p> <p>_____</p> <p>Other (please specify) _____</p> <p>_____</p>	

Undertaking

I hereby certify the correctness of figures/data/information/documents furnished herewith. I also undertake to give further particulars as required by the Eskom Development Foundation and to abide by the rules, regulations and instructions issued by the Foundation from time to time.

Signature _____

Print Initials and Surname _____

Designation _____

Date _____